

OFFICE OF THE DIRECTOR

Action Memorandum No. A-379


Date 12 May 1964

TO : Deputy Director/Support  
ATT : Office of Personnel  
SUBJECT : List of Retirees  
REFERENCE:

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Could you arrange to provide, on a periodic basis, a list of those individuals who are about to be advised that they are within five years of retirement.

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Wymon B. Kirkpatrick  
Executive Director

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SUSPENSE DATE:

ADMINISTRATIVE—INTERNAL USE ONLY

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|--|--------------------------|--|----------|
| <b>TRANSMITTAL SLIP</b>  |                          | DATE   | JAY 1964 |
| TO: Director of Personnel  |                          |  |          |
| ROOM NO.<br>5 E 56   | BUILDING<br>Headquarters | <i>[Handwritten signature]</i>   |          |
| REMARKS:   |                          |  |          |
| <p>Please let me know the time basis which you propose to establish for reports to the Executive Director of individuals who are to be advised that they are within five years of retirement.</p> <div style="text-align: right; margin-top: 100px;"> <div style="border: 1px solid black; width: 100px; height: 40px; display: inline-block;"></div> </div> |                          |  |          |
| FROM: Acting Deputy Director<br>for Support  |                          |  |          |
| ROOM NO.<br>7 D 24   | BUILDING<br>Headquarters | EXTENSION<br><div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |          |
| FORM NO. 241<br>1 FEB 55   |                          | REPLACES FORM 36-8<br>WHICH MAY BE USED. GPO : 1957-O-439445 (47)  |          |

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